

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

Position Description Number	YM049
Creation Date of PD	07/05/2006
Job Title	Documents and Records Staff for Performance Confirmation
SNL Dept Name	Performance Confirmation
SNL Org Number (or TBD)	0685x
Number of Openings	2
Description of Position	<p>The working group for documentation includes control of documents such as final versions of test plans, records, and SAR Chapter 4. For transition purposes, two positions are identified for MLS level personnel.</p> <p>Control Documents: This person ensures that proper documentation is produced for performance confirmation. The test plan provides a "contract" with the Test Coordination Office and other participants. According to the lead lab statement of work "SNL will coordinate testing activities across the project including the underground (ESF and ECRB) and surface. The performance confirmation program has a flow of responsibility and execution with the Test Coordination Office. With an actionable Test Plan for PC, R&D or other requirements, the Lead Laboratory will then be responsible for documenting the specific design for each of the test requirements and objectives. The PC Test Plans are identified as such to separate them from other test plans and similar documents. From the Lead Laboratory perspective, test plans are the primary means to reach a documented consensus on all aspects of a test or experiment, including specific design issues, cost and schedule, interface control issues, data management, etc. Test plans serve as a 'contract' agreement between the test owner (e.g. Principal Investigator), the test driver (e.g. PA Analyst), the test implementing organization (e.g. laboratory, university, M&O), and the authorizing management (e.g. DOE). This position assumes responsibility to ensure that test plans and other documents generated by the PC department follow proper protocol and are documented.</p> <p>Records: This team is responsible for reporting and documenting unexpected or unusual circumstances and for providing the transparent sequence by which such information passes. This may be the CAPs system or its equivalent. It will include submittal to TDMS, if appropriate. Data and test results, collected in accordance with the data management requirements of the test plan and procedures, will be provided to the PI for technical and quality review and approval. The data will then be reduced and analyzed in accordance with the thresholds and regulatory requirements detailed in the PCTP. On a periodic basis, the data and evaluations results will be documented by the Lead Laboratory and an approved PC status report will be transmitted to the DOE.</p> <p>The results of the Performance Confirmation Program will also be fed back to the Performance Assessment. This is valuable to the Performance Assessment effort for a receive-and-possess amendment. It is also necessary to satisfy 10CFR63.24(b)(3), which requires DOE to update the application with the results of research programs such as the PC Program to permit NRC review before licensing.</p> <p>This position keeps track of records for the Performance Confirmation Department.</p>
Required Skills & Experience	<p>Required Skills</p> <ul style="list-style-type: none"> • Knowledge of YMP Quality Assurance programs • Excellent organizational capabilities • Knowledge of regulatory requirements for Performance Confirmation <p>Required Experience</p> <ul style="list-style-type: none"> • Two years in records management • Considerable QA experience in a regulatory environment • YMP experience with records, TDMS, CAPs
Desired Skills & Experience (if applicable)	
Required Education (Degrees & Levels)	A college degree in business, library science, or related fields.
Desired Education (Degrees & Levels - if applicable)	Management, business or scheduling training

Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
N	N	Y

Please Select All Related WBS Elements for this PD (required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.01	Project Management	X
1.5.01.05	Compliance Management	X
WBS Elements of 1.5.02		
1.5.02.03	U.S. Nuclear Regulatory Commission Interactions/Commitments	X
WBS Elements of 1.5.03		
1.5.03.11	Postclosure Safety Test Coordination-ESF Ops	X
1.5.03.12	Performance Confirmation Tests-Post Closure S	X
	Performance Confirmation and Experimental Strategy	X

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